

[Click to verify](#)













## Student resume builder

resume example (text format)Copy to clipboardHerman WaltonStudent[email protected]] (917)324-1818 | New York, United StatesProfileHardworking Student seeking employment. Ready to utilize my skills and passion to further the mission of a company. Technologically adept, offering experience with many different social media platforms, office technology programs, and advanced computer skills. Bringing forth a positive attitude and the willingness and motivation to learn new programs. Work Experience09/2015 - 06/2018, Sales Associate, Big Apple Bookstore, New York Greeted customers and assisted them with finding books. Offered literary suggestions based on the needs and desires of the customer. Followed directions from my Supervisor and managed projects with precision. Organized books and adhered to the policies and mission of the bookstore. Education08/2016 - 08/2021, Bachelor of Communications, New York University, New York Working towards a Communications Degree. 09/2012 - 05/2016, High School Diploma, Regis High School, New York Graduated with High Honors LanguagesSkillsAdvanced Communication SkillsOffice Technology SkillsMotivated AttitudeSocial Media PlatformsCertificates08/2015 - 05/2016, Advanced Communication Practices, New York University As a high school or college student, you may be a bit more focused on the homework due tomorrow than on paving the way to career success by preparing a student resume. But there's no time like the present, and the sooner you draw up a resume, the closer you'll be to the financial independence that employment can bring.A little bit of freedom, a paycheck, a huge boost in confidence and real-life knowledge — these are just a few examples of what you can get from your first work experiences. Any work experience is a huge asset at this stage of your journey. This student resume example and guide, along with our convenient resume builder tool, will help you to: Learn the basics of preparing a great resume Craft your first impressive and creative student resume (even without work experience) Find out about modern hiring practices (software-based and human hiring psychology) Arm yourself with useful sample sentences, tips and tricks to greatly increase your chances of landing an interview Let's dive in.Student - Student resume example and guideHow to write a student resume: what to include, what to avoidHere are the basic elements to include (or not) in a student resume:Student - How to write a student resume Order sections by importance (Summary > Education > Experience > Skills) Think about your potential employer and include information/experiences that are the most relevant. Expand your resume beyond one page. This will reduce the likelihood that the entire thing will be read. Expand low-priority sections to the point where the important sections get reduced. Optional sections Languages. If you know one foreign language (especially at a basic level), this should just go on the skills section of your resume. However, if you know three or more languages, and some of them at a high level, you can move them to a separate resume section. If you have language certifications, be sure to list them. Expert tip Including additional sections in your resume from the ones listed here will depend on how robust your resume is overall. If you feel like there's enough info already, just include things like languages in the skills section. Include any certifications in the education. But if you're really struggling to fill out the page, more sections may help you out. Extracurricular activities. The reason this one is optional is because most of your relevant activities will go into experience. You only need the extracurricular activities section if your interests and out-of-school life are so robust that they don't fit into one section. Hobbies. This section should usually be avoided. It's a last-ditch effort to fill out space on your resume. If you are desperate to add something more to your resume, mentioning you are an active jogger and bicycle rider, for example, can at least hint you are energetic and disciplined. Expert tip Don't list hobbies or activities that have no application in work or don't demonstrate positive qualities. The line can be blurry here but try to think objectively. Playing in a hobbyist theater troupe, for example, demonstrates you are social and open with people. If you don't have a lot of work experience, that's not a deal-breaker. The summary, sometimes known as a personal statement, provides a positive image, describes your qualifications and gives the reader a sense of your determination and drive. This is why it's doubly important to craft your summary with care in a student resume. Avoid clichés and vague statements. When you've written out your profile section, ask yourself: If I read this resume, would I hire the person described here?In a more practical sense, here are some examples and tips to follow when creating a resume for a student: The summary shouldn't be shorter than two or longer than four mid-sized sentences. Use action verbs, concrete and energetic language on your resume. Instead of "High school student looking for a job" write "Self-disciplined and hard-working student looking for a workplace to contribute to a team, to learn and to grow as a professional." Provide context and specific facts where possible. Instead of "Finished high school. Have a variety of hobbies." write "Excelled in algebra and Spanish in high school. Developed social skills and openness in improv theater." Insert a couple of skills and qualities that might be interesting to an employer. Knowing languages, how to use computer spreadsheets or how to organize your schedule, or always being punctual, for example, are relevant skills and qualities. Expert tip Tailor your description based on what type of job you're applying for. If you're looking for work in service jobs (restaurants, grocery stores, etc.) use your resume to emphasize the social part of your character. If you're applying for a job in an office, mention how your school / project experienced helped you gain skills applicable in an office setting. How to write resumes for Applicant Tracking Systems (ATS)More and more employers (especially medium and large companies) are using this software to manage the hundreds of resumes they receive. So, what is an ATS system and why is it relevant for your student resume? Applicant Tracking Systems are software programs/environments that process and analyze resumes before any human manager even gets a chance to see them. How do Applicant Tracking Systems work and how do you adapt your resume to them? ATS operate based on keywords or phrases that hiring specialists or managers determine beforehand. These can be as simple as "high school diploma" and "time management" or as complex as terms for coding languages or medical certifications. These keywords are used to rate your resume against other applicants and to either filter them out or pass them on to human recruiters. Statistical insight Wondering whether the job application you're looking it as processed by an ATS? Small businesses may not use these programs, but some 95% of large companies and 50% of medium companies use ATS software. Consider the chances and act accordingly. In most cases, there is no way to know the exact words the ATS will be looking for on your student resume. But there are two simple and powerful methods to get an educated guess: Analyzing the job listing/description Researching the employer's website / social media Statistical insight According to data from Youturn, just 35% of candidates are qualified for the jobs to which they apply. Eye-tracking tests and surveys show that the average time spent by a candidate reading a job description is only 50 seconds. Do NOT just skim over these listings, as this will greatly reduce your chances of creating a winning resume. The better you understand the position, the higher your chances. The word cloud methodIf you're struggling to evaluate what qualities are more important to an employer based on a description, there's a way to simplify things. In case the listing is too vague or wordy, there are tools to help you visualize the patterns. Use services like worditout.com or wordclouds.com (or similar ones) to turn messy job texts into sample visual representations. Just copy-paste the text you're having trouble with and you'll get an image where the more frequently used terms will be larger. Use this to spot patterns and analyze what's important. Expert tip Pay attention to the exact terminology used in the job description. People tend to describe the same skills, jobs, educational degrees and so on with different words depending on where they live, work and so on. Make sure to use the same terminology as your potential employer. Education example: the core of your resumeKey information about the resume education sectionAs a student, education is what you've spent the most time on prior to getting a job. Make use of this. Instead of thinking about education as a given, make it shine on your resume page. Statistical insight According to research from the U.S. National Center for Education Statistics, companies are actively hiring students. This is more common at the college level (81% of part-time undergraduate students were employed in 2018), but high school students can still get hired for simple jobs, especially in the service industry. So, what should you include in this section? As this is a segment built on a bullet-point list (like every other resume section except the summary), the general method is this: list educational experiences as bullet points. However, there are some exceptions, like these: If you're a college student: List your college and your high school (and any other learning activities) as bullet points. For each one, provide a sub-description with samples of achievements in specific subjects, school projects, scores and evaluations. If you're a high school student with additional educational experience: Same as above, just excluding the college part. If your only educational experience is a single school: List your school's achievements, school projects, etc. Statistical insight On average, each entry-level position receives 144 applications. Each professional position gets 89 per a single listing. Some large companies may receive many thousands of resumes per week. The better the job, the higher the competition. Making your resume impress both the ATS and the hiring manager is vital. The trick to making this section look good on your resume is to view your education as work with its own results. Employment history or experience section: an overlooked gem Many students writing their first resume don't bother with anything except the education section. With no job experience, it seems pointless. But even if you're young, you have lots to offer. If you do have job experience, however, you can call this the "employment history" section, otherwise, you may choose to name it the "experience" section. But if done right, this section can make you look more vibrant, active and creative.What can you write in the experience section of a student resume? Here are some ideas: Summer or temp jobs. You mainly want to show the employer you've already been part of the workforce. You know what a job is. Internships. If you have these on your list, it's one of the greatest advantages possible. Internships usually take place at more complicated jobs and are related to more advanced professions. Social / volunteer work. This demonstrates your ability to cooperate with other people and work towards a goal. Other projects (personal passions, community initiatives). Anything that didn't land in the above categories (or the education section) goes here. Examples: Websites you ran with friends, local community events you helped with. Student Resume Example - Experience section student resumeMake sure to use the same approach as in the education section: provide detailed descriptions of your duties, results, projects, interactions and any pertinent information. Even if it doesn't seem that impressive to you, on your resume it shows that these were real activities and/or work experiences. Expert tip If your lack work experience, consider adding your GPA on your resume. An impressive GPA can give hiring manager a good impression of how well you will perform. Choosing the correct CV format and resume templatePeople are visual creatures. We all like beautiful things. Anything messy or cluttered skews our objectivity, even in the professional world. A template can help you create an attractive CV or resume format and make sure the visual part of your resume works for you, not against you.Solid CV or resume formatting is important both for the ATS and for hiring managers. Here are some golden rules to abide by: Use consistent fonts everywhere on your resume. Use the "chunking" method of CV formatting. White space between paragraphs and a variety of visual forms can keep a hiring manager reading to the end of the resume. Templates can make appropriate spacing easier. Don't get too creative. Strange colors and excessive decoration of your resume will make it look unprofessional. When in doubt, choose a more reserved template, like these simple resume template options. These types of templates work great for a variety of entry-level positions. Pay attention to visual design. If you're an enthusiastic designer or are studying to become one, resume formatting might be a task you'd like to attempt yourself. But if not, there's a huge number of professionally designed, beautiful and research-tested resume templates out there (for example on this very website). All you need is to fill them in with your info. A great template = no hassle. Statistical insight 21% of U.S. resumes don't pass the ATS filter due to buggy formatting, or get ignored by recruiters due to confusing charts, layouts, or images. To avoid this, use professionally designed templates. This is the resume section that most depends on the job for which you're applying. Different companies look for different skills in their employees. You are sure to have some great skills. Just choose them well. There are two main things you need to know for this section of the student resume: What is a master list and how to use one The difference between hard and soft skills and where each is best The master list method entails brainstorming every possible skill you think you might have naturally or have picked up in school, projects or temp jobs. Write them all down, even if they seem unlikely or you are unsure that they fit. Keep this list in a separate document. You'll return to it every time you're writing a new resume. If I'll get richer and bigger the more experience you get. Once you have a master list, the idea is to cherry-pick the best skills that are appropriate for a specific job and add them to that particular resume. And here's where we get to the hard/soft skills. Hard skills relate to specific tasks, concrete knowledge, physical objects, sciences or tools. Knowing how to use Excel spreadsheets or Microsoft Word are hard skills. Knowing a programming language or a foreign language are hard skills. Soft skills have to do with social interactions, self-organization, intellectual and emotional qualities and so on. Time management and scheduling is a soft skill, as is team collaboration. Most entry-level positions (for example in service jobs) tend to favor soft skills. Key takeaways Getting a good job, even without past experience, is an attainable goal. Just make sure to tailor your student resume to a specific position and employer. CV formats and resume layouts are extremely important to pass the ATS and impress the hiring manager. Resume templates can make this step easier. Education is the core of a resume for a student. Make it detailed, and list results and numbers if you can. The summary is your free-form professional profile on your resume. Be a little creative here, but also describe your best work-related qualities, experience and achievements here. Use professional resume-building tools and templates to avoid hidden pitfalls in resume formatting. It makes your life much easier. Student - Key takeaways for a student resumeAnd if you want the perfect tool to save time and get a great job, use the resume.io builder tool with professionally made and recruiter-tested templates! Land a job or a spot at school with our library of easy-to-use resume templates Make your resume in minutes with simple step-by-step instructions just for students Get pre-written examples and use expert tips to make the process a breeze Use This TemplateImpress hiring managers and schools with a clean-cut, classic resume that makes your strengths and achievements shine. Use This TemplateWorried that your resume won't be taken seriously as a high school or college student? This resume template's sharp format frames you as an up-and-coming professional to watch. Use This TemplateWith its compelling icons and thoughtful use of color, the Cool resume template is a top choice for anyone looking to create an attention-grabbing resume. Use This TemplateCharm hiring managers and schools with an ultra-modern student resume that instantly conveys why you're a candidate worth interviewing. Use This TemplateYou want to be a leader of tomorrow, so shouldn't your student resume look equally forward-thinking? The Contemporary's eye-catching but refined looks can help you prove you're a trailblazer. Use This TemplateEffortlessly stand out from the crowd with the Awesome resume template's unique two-column design and easy-to-read format. Charm hiring managers and schools with an ultra-modern student resume that instantly conveys why you're a candidate worth interviewing. Use This TemplateWith its compelling icons and thoughtful use of color, the Cool resume template is a top choice for anyone looking to create an attention-grabbing resume. Use This Template Worried that your resume won't be taken seriously as a high school or college student? This resume template's sharp format frames you as an up-and-coming professional to watch. Use This Template Impress hiring managers and schools with a clean-cut, classic resume that makes your strengths and achievements shine. Use This TemplateIn order to impress schools and hiring managers from the get-go, your resume needs to have a strong opening section. That's why we strongly recommend including a resume summary at the top of your resume, underneath your contact information.In the past, applicants for schools or jobs could choose between writing a resume objective or a resume summary. Now, resume experts generally agree that including a resume objective is no longer in line with best practice.The reason is that a resume objective essentially highlights your goals as a candidate. In contrast, a resume summary conveys how you will be able to support the school or company you're applying for to meet their goals.So what exactly is a resume summary, then?A resume summary is the first major section of your resume. It should succinctly present the case for why you're an ideal candidate for the position or school you're applying for. As it should only be two to four sentences long, you will need to focus only on your most relevant qualities and attributes that make you an attractive candidate or prospective student.In order to write a strong resume objective or summary, you must make two things crystal clear:What the academic or professional position is you are applying for What makes you the best person to fulfill itLet's start with the first part. You should clearly state the purpose of your application. For example, you may wish to:Study at a particular college or join a particular program/course Be hired for a job at a college fair or internship fair Be hired as an entry-level worker or summer workerNext, you must summarize some of the standout qualities and attributes that make you worth considering for the given role. The qualities and attributes you highlight should be directly relevant to the role and should be expanded on in the other sections of your resume. You can mention such things as your:Educational backgroundAcademic achievementsSoft and hard skillsWork experiencesVolunteer workAny other standout achievementsTry your best to use keywords from the job advertisement or school application to demonstrate that you possess the very qualities and attributes the hiring manager or school is looking for. Keywords are words or phrases within a job ad or school application that represent what the hiring manager or school are looking for from their ideal candidate. Keywords can include particular competencies, skills, experiences, attributes, studies, and so on. The work experience section is perhaps the resume section that students dread the most when creating their high school resume or college resume. The reason is that many students don't know where to begin or may not have held a job before. The good news is that writing a compelling work experience section really isn't as difficult as it seems - even if you've never been in the working world before. In either case, the most important thing is to make sure your work experience section sounds as relevant as possible to the given job or educational opportunity you are applying for. If you don't have any work experience at all, don't stress! You can instead focus on your: Volunteer work School activitiesSide projectsSpend time brainstorming how to present these experiences in a way that makes them as relevant as possible to the job or school you are applying for. For example, did you demonstrate any soft or hard skills that will be useful to the role or your studies? Or maybe you achieved something that showcases what an excellent employee or student you will be? Remember, framing is everything when it comes to your resume! You can do this by integrating keywords that apply to your experiences throughout this section. This will help you to work out what professional experiences will capture the hiring manager or school's attention. However, be sure to steer clear of 'keyword stuffing'! This term is used to describe when people unnaturally add keywords to their resume in order to game the system. Always integrate keywords in a natural-sounding way and only use those that genuinely apply to your skills and experiences. It's also important to think about this section as a way to showcase your very best professional achievements in each past position. That is, instead of just listing what you did, focus on conveying how your actions and skills made a positive difference.In order to make your achievements shine, you will need to: Start each one with a verb (action word)Make them short and snappy: Stick to one sentence each.Quantify them using numbers, percentages, and examples where possible.For each position you include in this section, you will need to state the title you held, the company name, and the dates you worked there.If you're unsure of how to format your work experience section, simply use one of our expert-designed resume templates and our resume builder to ensure you get it right. You can also check out the expert tips for writing your work experience section we've included within our resume builder.Just like your work experience section, your resume's skills section should be as relevant as possible to the position or educational opportunity you are applying for. Analyze the job ad or school application to identify skill-based keywords. You may wish to print out the job ad or school application and physically highlight these words to make it easier for you to work out which keywords to focus on.Keep in mind that there are two types of skills to look out for:Soft skills: Those related to your interpersonal or communication skills.Hard skills: Technical, practical skills.You will need to include a balance of both to show that you're a well-rounded candidate. Think carefully about which ones are most applicable to your skillset and the job or school at hand, and list 6 to 8 of the most relevant ones in this section. Don't forget you will also need to integrate skills throughout your work experience section too.If you're finding it hard to come up with relevant skills to add to your high school or college resume, don't worry. Our resume builder has hundreds of examples of skills you can simply click and add to your resume.Again, if you want to see how to effectively format this section, check out one of our many resume templates>Your education & coursework section is one of the most important sections in your high school resume or college resume.Even if an application does not specifically ask you to share your educational background on your resume, it is generally expected that you will. After all, your studies help to paint a picture of your knowledge, skills, interests, and academic abilities. As you can see from our library of resume templates, there are a few different ways that you can format your education & coursework section. That said, the general format of this section is as follows:[High School or College Name][Dates attended] [Subject studied (optional)]If you want to guarantee you don't make any formatting errors, just use our resume builder to create your resume! Want to take your student resume to the next level? Adding an awards & achievements section is an easy way to capture attention. Before you say, "But I don't have any awards or achievements!" take a moment to think back on your studies so far. Chances are that you have much more to highlight than you first realize. Here are a few ideas to get you thinking:Your GPA (If 3.5 or higher)Being part of the student bodyAcademic awardsProfessional awardsValedictorian and Dean's listsBeing in the top X% of your class/courseProfessional achievements e.g. selling X amount of products or increasing profits by Y%Relevant school/college societies or groups you are part ofScholarshipsAny journals you have been published in or research papers you have writtenRelevant non-profit work you have completed (such as volunteering and fundraising)So how can you correctly format this section of your resume?You can list each award or achievement, along with the date you received/achieved it and any other specifics that would help the person reading it better understand why the award or achievement is relevant. If you are short on space, you can feature your academic awards and achievements in your education & coursework section instead.Take a look at the following tried-and-tested resume examples and samples for inspiration.When you're ready to make your own impressive high school or college resume, our state-of-the-art resume builder will guide you every step of the way. Loading Loading